FUNDING

OF INDEPENDENT SCHOOLS

2002/2003

SCHOOL YEAR

Manitoba
Education,
Training and
Youth

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FUNDING OF INDEPENDENT SCHOOLS

2002/2003

School Year

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INTRODUCTION

In order to receive funding for eligible enrolled students, independent schools must conform to the requirements set out in *The Public Schools Act,* Manitoba Regulations and Departmental Policies.

This brief summary is intended to be an easy-to-read reference guide describing the funding parameters for the 2002/2003 school year. In cases of dispute, *The Public Schools Act* and Manitoba Regulations remain the legal reference. If additional or more complete information is required, the reader should refer to the legal documents.

Direct funding is provided to eligible independent schools for:

- Instruction and Services,
- Special Education Services Level II and Level III, and
- Curricular Materials a portion of which is provided through the Manitoba Textbook Bureau and the balance is included in the monthly payments.

Indirect funding is provided to independent schools through Shared Service Agreements with public school divisions for:

- Clinician Services,
- Facilities and Resources, and
- Transportation.

Funding for instruction and services is determined by four major factors:

- 50% of per pupil net operating expenditures of public school divisions in the 2000/2001 school year
- the eligible enrolment of funded independent schools
  (funding for the 2002/2003 school year is based on the eligible enrolment as at September 30, 2002)
- the home school division of each eligible pupil, and
- independent school allowable expenditures.

INSTRUCTION AND SERVICES

A grant which is the lesser of:

(a) a per pupil grant of **$3,177** per eligible pupil. The per pupil grant is determined as follows:

50% of the per pupil amount determined by the 2000/2001 net operating cost per public school division F.T.E.* pupil multiplied by the independent school's eligible enrolment by home school division, divided by independent schools total eligible enrolment. Independent school eligible enrolment is as at September 30, 2001.

The cost per public school division F.T.E. pupil is defined as:

2000/2001 total School Division N-S4 Operating Expenditures
Less:

- Revenues from Other School Divisions
- Pre-School Expenditures (Nursery)
- Level II grant
- Level III grant
- Curricular Materials Support

Divided by public school division F.T.E. enrolment

= 2000/2001 cost per public school division F.T.E. pupil

Or

(b) total operating expenditures of the independent school
Less:

Special Education Services Level II and Level III grants,

Curricular Materials grant,

the cost of non-certified teachers teaching courses other than non-credit religion,

the cost of non-credit religious instruction in excess of ½ hour per day (maximum 2 ½ hours per week), and

the expenditures related to teaching non-funded pupils.

*Full Time Equivalent (F.T.E.) means the number of pupils enrolled as at September 30th less the nursery pupils and one half of the kindergarten pupils.

An eligible pupil is defined as an enrolled pupil who:

> if under the age of 18 years, is a Canadian citizen or a permanent resident within the meaning of The *Immigration Act* (Canada), and resides in Manitoba with his or her parent or legal guardian; or
>
> if 18 years of age or older, resides in Manitoba and is a Canadian citizen or a permanent resident within the meaning of The *Immigration Act* (Canada);

but does not include:

> a nursery pupil;
>
> a pupil also enrolled in a public school or another independent school taking a greater number of approved courses at that other school;
>
> an Indian pupil for whose education an Indian Band or the Government of Canada is required to make a contribution to the independent school;
>
> a pupil who resides on land owned or administered by the Government of Canada and for whose education the Government of Canada is required to make a contribution to the independent school; or
>
> a pupil the cost of whose education is paid by an organization, school division or institution.

To determine the percentage of time attending an independent school for funding purposes:

> An eligible kindergarten pupil in attendance 50% of the time or more is counted at a maximum of 50%.
>
> An eligible pupil enrolled in any of grades 1 to 8 and:
>
> > in attendance 75% of the time or more, is counted at 100%,
> >
> > in attendance less than 75% of the time is counted using the actual percentage of time enrolled.
>
> An eligible pupil enrolled in any of grades S1 to S4 is counted using the actual percentage of time enrolled* based on the course credit load applicable to the grade the student is in.

* subject to Departmental Policies contained in Appendix B

SPECIAL EDUCATION SERVICES SUPPORT

A grant which is the lesser of:

(a) The sum of:

(i) Level II support of $8,565 for each identified eligible pupil who is severely multi-handicapped, severely psychotic, severely autistic, deaf/hard of hearing, visually impaired, or very severely emotionally/behaviourally disordered, and

(ii) Level III support of $19,055 for each identified eligible pupil who is profoundly multi-handicapped, profoundly deaf, profoundly emotionally/behaviourally disordered, or blind,

Or

(b) Expenditures for Special Education Services Level II and Level III pupils.

CURRICULAR MATERIALS

$50 per eligible pupil, $30 of which must be expended through the Manitoba Textbook Bureau. Any unexpended balance of the $30 remains as a credit at the bureau. The remaining $20 is included in the monthly payments to the school.

SHARED SERVICE AGREEMENTS

Shared service agreements are provided for in the *Shared Services Regulation 106/93*. An agreement between a public school division and an independent school must be approved by the Minister of Education and Training. Shared Service Agreements need not be with the school division in which the school is physically located. Support shall be paid to the public school division for eligible independent school pupils for the following services:

1. Clinician Services

Where a public school division provides clinician services by a qualified certified school clinician to independent school pupils, a pupil grant is determined by dividing the clinician support for the school division for the preceding year by the eligible enrolment of the school division for the preceding year, and multiplying that per pupil amount by the current year eligible enrolment of the independent school.

2. Facilities and Resources

Where eligible pupils from the independent school attend a public school for **home economics** or **industrial arts** courses not available in the independent school, a full time equivalent grant is determined by dividing the Base and Supplementary Support for the school division for the preceding year by the eligible enrolment of the school division for the preceding year and multiplying that per pupil amount by the current year full time equivalent pupils from the independent school attending the public school for home economics or industrial arts.

3. Transportation

A grant is paid to the public school division which provides transportation to eligible independent school pupils. Pupils must be transported from a point on an existing regular public school bus route to another point on the same route. The grant for transported pupils is as follows:

(i) $255 for urban pupils in Kindergarten to Grade 6 who reside more than 1.6 kilometres from school;

(ii) $255 for urban pupils in Grades 7 to Senior 4 who reside more than 1.6 kilometres from a public transit stop and school;

(iii) $375 for rural Kindergarten to Senior 4 pupils who reside more than 1.6 kilometres from school.

(iv) $460 for each special class/physically handicapped pupils who is unable to walk safely to school and is a Level II or Level III pupil, has a learning disability, or has a physical handicap.

APPENDIX A

Independent schools must meet the following requirements set out in *The Education Administration Act, The Public Schools Act*, Manitoba Regulations and Departmental Policies in order to be eligible for funding.

Section 1

The Public Schools Act

The School shall:

- teach a sufficient number of courses approved under *The Education Administration Act*,
- employ teachers who hold valid and subsisting teaching certificates issued under *The Education Administration Act*, to teach the approved courses,
- have their core curriculum approved by the Department of Education and Training*,
- have a legally incorporated Board of Directors,
- have an elected advisory board that:
    a) includes at least three persons who are parents or guardians of children enrolled in the independent school, and
    b) reports on the school on a regular basis during the school year, and not less often than once in each school term, to parents or guardians of students enrolled in the independent school,
- have received one or more grants before August 1, 1992, or

  commenced operating with pupils in attendance before August 1, 1992 and have been operating for a period of at least two years since that time, and have been in compliance with the Act and Regulations for each of those years, or

  commenced operating with pupils in attendance on or after but not before August 1, 1992 and have been operating for a period of at least three years, and have been in compliance with the Act and Regulations for each of those years, and
- comply with such other requirements as may be prescribed by regulation.

* Schools are required to teach approved curricula as prescribed by Manitoba Education and Training, and have any additional curricula they teach approved by Manitoba Education and Training.

Section 2

Manitoba Regulations

The School shall:

- submit a statement certified by the school's signing officer and principal that the requirements of *The Education Administration Act*, *The Public Schools Act*, and Regulations have been met,

- provide a list of all pupils attending the school, in a form approved by the minister, by the date specified by the minister,

- comply with required sections of the "Administrative Handbook" only making modifications to reflect unique religious perspectives, cultural objectives or values of the school with the approval of the minister,

- appoint an auditor and advise the minister of the auditor's name and address when the auditor is appointed and whenever there is a change in auditors,

- submit audited financial statements not later than October 31 which include both an audit report and a supplementary audit report for the immediately preceding school year, in a form approved by the minister,

- submit a record of final academic standing achieved by each student in Senior 1 to 4 for the preceding school year, no later than September 1 of the current school year, and

- operate in compliance with all education regulations including but not limited to:

  School Days, Hours and Vacations Regulation 101/95;
  Private Schools Grants Regulation 267/97;
  Persons Having Care and Charge of Pupils Regulation 23/2000;
  Education Administration Miscellaneous Provisions Regulation 468/88;
  Teaching Certificates and Qualifications Regulation 515/88;
  High School Graduation Requirements Regulation 167/99;
  Copyright Regulation 213/96.

Section 3

Policies

Note: The following Policies should be carefully reviewed and must be complied with:

Questions or clarification on Policies are to be directed to the Coordinator for Independent Education (945-4547).

3.0 Failure to Comply

Failure to comply with the Acts, Regulations, or Policies may result in the suspension of funding, and may also require repayment of funding previously provided.

3.1 School Facilities

Independent schools are required to operate school facilities which meet applicable building codes, fire and health regulations.

As part of their application process to become an Independent School, the Board of Directors must provide the Minister with a copy of the Occupancy Permit for the building(s) or portion of a building in which the school will be situated.

As a general rule, Fire Safety Inspection Reports will be required from all independent schools every three years. The department reserves the right to ask for a current or updated report if/where it feels the circumstances may be warranted.

3.2 Schools with off-site classrooms

(a) Funded independent schools may, with the approval of the Minister of Education and Training, establish an off-site classroom to serve pre-existing students of the school. The additional classroom may qualify for funding providing it complies with *The Public Schools Act, The Education Administration Act*, and Manitoba Regulations and Policies.

(b) An off-site classroom is a classroom, single grade or multi-grade, that is geographically separate but part of a larger, main school. They are the same school for funding purposes, therefore, there is only one administrative official: the principal. The teacher at the off-site classroom shall be designated by the principal as the "teacher in charge" and will report to the principal in that capacity. Where there is more than one classroom and more than one teacher at the off-site location, the "teacher in charge" may be designated as "vice-principal".

(c) An off-site classroom funded in accordance with this policy must be in compliance with the following:

.01 the classroom must be an integral part of the school under which it is being established and must remain a part of that school, and

.02 the Board of Directors of the school establishing the off-site classroom must be fully responsible for both locations.

(d) At the offsite location, the teacher in charge or the vice-principal is responsible for carrying out the duties as assigned by the principal.

3.3 Principal

(a) A principal is to be appointed for each school. In a school in which two or more teachers are employed, one teacher must be designated as the principal.

(b) The principal of the school must hold a valid and subsisting teaching certificate issued under The Education Administration Act.

(c) Teachers appointed as principal during the year and who were not reported as the principal on the Teachers Employed Report (IS5) for the school year must be reported to the Schools' Finance Branch on a Teachers Employed Report within the month of their appointment.

(d) Vice-principals must hold a valid and subsisting teaching certificate issued under The Education Administration Act.

(e) Principals and candidates for principalship are encouraged to hold, or actively seek, Level 1 and 2 Administrator and Principal Certificates.

3.4 Responsibilities of Principals of funded independent schools (and including off-site classroom(s) under his/her authority, where applicable):

(a) Generally, the principal is responsible for all matters of organization, management, discipline and instruction at all locations.

(b) The principal retains overall authority and responsibility for all locations. In the absence of the principal, the vice-principal has authority over the entire school.

(c) The principal will exercise the following duties at the main school and the off-site classroom(s):

.01 The school principal must regularly, and with sufficient frequency, visit the off-site classroom(s) in order to meet his/her obligations. Principals are reminded of their legal responsibilities respecting the education, well being and safety of <u>all</u> students registered at their school, regardless of location(s).
(Source: The Education Administration Miscellaneous Provisions Regulation 468/88)

.02 Ensure that all students are tested and / or receive regular assessment of their progress.

.03 Ensure that students at all locations are, when eligible, promoted.

.04 Collect and return to the Minister of Education and Training information respecting those exams and standards tests required by the Minister.

.05 Distribute to all students that information which the Minister of Education and Training requires to be brought to students' attention.

.06 Assign students to classrooms in their respective locations.

.07 Ensure regular advisement of student progress to parents in all cases.

.08 Issue report cards and/or transcripts free of charge to all students at appropriate intervals including at the end of the school year.

.09 File regular attendance reports for all students with an administrative official designated by the Board of Directors.

.10 Be responsible for the provision of pupil supervision at all locations.

.11 At all locations be responsible for student discipline, be the sole authority for the suspension of disruptive students from school, and report such suspensions to the Board of Directors. Maintain student discipline while students are in transit to and from school on a school bus.

.12 Be responsible for the buildings and grounds, at all school sites, during school hours.

.13 Conduct, or arrange for the conducting of, monthly fire drills at all locations during the school year.

.14 Regularly inspect the premises, at all school sites, and report problems for repair to the person responsible for building upkeep or to the Board of Directors.

.15 Recommend the renewal of a Provisional Certificate for staff at all locations.

.16 Obtain a Limited Teaching Permit for a non-certified teacher or an exchange teacher, regardless of location of assignment, before he or she begins teaching. *(Source: The Teaching Certificates and Qualifications Regulation 515/88)*

.17 Provide parents or adult students at all locations with access to student files.

.18 All forms relating to enrolments, teachers employed, days open, teacher certification requests, etc. for the main school and off-site classroom(s) are to be signed and certified correct, where applicable, by the principal and the board chairperson.

.19 Sign off the school calendar for each upcoming school year, submit it to the Minister of Education and Training, and ensure it is followed in all locations.

.20 Advise the Minister of Education and Training as expediently as possible, when the off-site classroom(s) and/ or main school is closed for reasons of inclement weather, downed power lines, floods, etc.

.21 Establish front-line communication with law enforcement officials or officials from Child and Family Services where required.

.22 As appropriate, contact parents of all children questioned or detained by law enforcement officials or social workers.

.23 Communicate regularly and on an ongoing basis with the teachers at the main school and with the teacher(s) in charge of the off-site classroom(s) for the purpose of briefing them about organization, management, instruction and discipline in order to receive feedback from the teachers with respect to these.

.24 Ensure that all teachers employed in all school locations have valid teaching certificates/L.T.P.'s before they commence teaching.

.25 Ensure that the Department has approved the school's core curricula and that it is being taught at all locations.

.26 Otherwise ensure compliance (at all locations) with all education regulations including, but not limited to:

School Days, Hours and Vacations Reg. 101/95;
Private Schools Grants Regulation 267/97;
Persons Having Care and Charge of Pupils Reg. 23/2000;
Education Administration Miscellaneous Provisions Reg.468/88;
Teaching Certificates and Qualifications Regulation 515/88;
High School Graduation Requirements Regulation 167/99;
Copyright Regulation 213/96.

.27 Ensure that school buses operated by independent schools meet the standards outlined in *The Highway Traffic Act.*

3.5 Responsibilities of Principals for the school as a single entity

(a) Because the off-site classroom(s) are but one part of a larger entity, being the main school, a principal shall convene an Advisory Council for School Leadership establishment meeting upon the request of at least 10 parents of children attending the school and notify parents, school staff and the community about the meeting. For independent schools, "the community" would include the faith community and school alumni.

(b) A separate Advisory Council **may not** be established for off-site classroom(s); parents of students attending off-site classroom(s) are eligible to stand for election to the Council for the school as a whole.
(Source: The Advisory Councils for School Leadership Regulation 54/96)

3.6 Teacher's Duties (in addition to normal teaching duties) as "Teacher in Charge"

(a) Determine if the classroom might be closed due to hazardous conditions (e.g. blizzard, flood, fire, gas leak), and communicate promptly with the principal to discuss the matter. The principal will decide if the classroom should close and is responsible for notifying the Department ("incidental closure") and advising the Minister of Education and Training of the classroom's closure.

(b) Day to day discipline (excluding suspension from school and expulsion).

(c) Physical supervision of students.

3.7 Examinations and Standards Tests

(a) All independent schools must participate in province-wide examinations and standards tests according to the schedule set out by Manitoba Education and Training.

3.8 Teacher Qualifications

(a) It is the responsibility of each independent school to provide the Schools' Finance Branch with teacher certificate and/or limited teaching permit numbers on the Teachers Employed Report (IS5), which is to be submitted to the Schools' Finance Branch no later than October 15th, of the current school year.

(b) In accordance with *The Public Schools Act*, all principals, vice principals, and teachers must hold valid and subsisting teaching certificates issued under *The Education Administration Act* to teach approved courses.

(c) The hiring of qualified, certified teachers is to be made a priority when vacancies arise.

(d) Where, in the opinion of the Department's Professional Certification Unit, a school has been legitimately unable to recruit a certified teacher, a Limited Teaching Permit may be issued to a non-certified person for a specific area of entitlement for a specific period of time.

(e) The hiring authority is to consult with the Professional Certification Unit on the eligibility and suitability of any prospective non-certified teacher regarding a Limited Teaching Permit **prior to finalizing an offer of employment.**

(f) Application for limited teaching permits must be made to the Professional Certification Unit with sufficient lead-time prior to the teacher entering the classroom. Applications will not be accepted earlier than July 15th for the upcoming school year. The application must be signed by the principal, and all relevant documentation supporting the application must accompany the application. Processing of the application cannot proceed without signed supporting documents and payment of fee; Limited Teaching Permits **will not** be made retroactive to the beginning of the school year. Approved Limited Teaching Permits will be issued effective from the date that all required documentation is received by the Professional Certification Unit. (Similarly, teacher certification will be issued effective from the date that all required documentation is received by the Professional Certification Unit, and **will not** be made retroactive to the beginning of the school year.) **Funding will be based on the effective date.**

(g) In order to apply for a Limited Teaching Permit, a non-certified teacher must have at a minimum, an undergraduate degree from a Manitoba University, or from an accredited university which is:

recognized by a Manitoba University, and
sufficient for direct entry to an after-degree B.Ed. program acceptable to the Department.

(h) Courses for credit (i.e. Senior 1- 4 courses) can only be taught by teachers with valid Manitoba professional teaching certificates.

(i) Where, in the opinion of the Professional Certification Unit, a school has been legitimately unable to recruit a certified teacher to teach Senior 1 - 4 courses, Limited Teaching Permits to teach credit courses may be issued to teachers who possess recognized university degrees with related subject majors/minors, and where the teachers are working on B.Ed. degrees. Detailed plans for the expedited completion of a B. Ed. degree must be submitted to the Professional Certification Unit for approval.

(j) **The Department will disallow the awarding of credits if the above stipulations are not met.**

(k) Limited Teaching Permits **may** be issued for part-time teachers of art, music and/or religion upon application to and approval of the Professional Certification Unit.

(l) A Limited Teaching Permit is valid for a period of time established by the Professional Certification Unit, and in all cases is not valid beyond June 30th in the school year that it was issued.

(m) The number of Limited Teaching Permits issued to any one school is at the discretion of the Department of Education and Training.

(n) Renewal of permits for non-certified teachers already employed is contingent upon the submission of transcripts showing acceptable progress of the plan toward the expedited completion of B.Ed. degrees as previously approved by the Department. Only renewal applications for these teachers will be accepted prior to July 15th.

(o) During the first year that a new teacher is in a classroom, a process of mentoring and supervision should be put in place. This process will best be conducted by the principal or designated certified teacher.

(p) Teachers hired any time during the year who were not included in the original Teachers Employed Report (IS5), and any teachers with a Limited Teaching Permit whose teaching duties have changed from the original report filed, must submit an application to the Professional Certification Unit and receive approval prior to the change being made. The change must also be reported to the Schools' Finance Branch on Teachers Employed Report (IS5) no later than in the month that they commenced teaching or their teaching duties changed.

(q) Funding will be reduced for uncertified teachers and for teachers with Limited Teaching Permits teaching other than the approved courses in the approved grades.

APPENDIX B

Funding to a High School Diploma plus 4 Credits

Provincial funding is available for eligible Kindergarten to Senior 4 pupils to the completion of a high school diploma plus 4 credits.

Please note: (i) high school diploma refers to the diploma issued by a high school and approved by the **Department of Education and Training**, and (ii) the Subject Table Handbook lists approved courses that can be used as credit towards a high school diploma.

Funded Independent School students attending public school for one or more subjects

A student will be counted in the eligible enrolment of the school in which the student takes the greater number of approved courses. In the case where a student takes a greater number of courses at a funded independent school, the funded independent school will be provided with full funding at the per pupil rate for funded independent schools.

Classes Beyond the Normal School Day

Pupils attending classes for approved courses that are offered after normal school hours and who are not attending a public school or another funded independent school will be funded according to the percentage of time attending, up to the maximum number of credits allowed. Courses must be eligible for credit and taught by certified teachers who are employed by the school.

Home School Pupils

Schools may include home school pupils, who attend approved courses taught by certified teachers in the school, in their eligible enrolment according to the percentage of time attending.

Foreign Exchange Pupils

Funding for foreign exchange pupils is calculated by the Schools' Finance Branch as follows:

Outbound pupils are not included in eligible enrolment.

Inbound foreign exchange pupils are included in eligible enrolment to the extent determined by the following criteria:

- each foreign exchange organization is considered on an individual basis,
- the total number of outbound pupils is calculated as a percentage of the total number of inbound pupils, on a provincial basis, and
- this percentage factor is applied to the number of foreign exchange pupils received by an independent school and the resulting number is included in the eligible enrolment.

Levels II and III Special Education Services funding is not provided for foreign exchange pupils.